

PUBLIC INFORMATION & COMMUNICATION SERVICES (PICS) NIH - TASK ORDER

RFTOP# 84 **TITLE:** Logistical Support NHGRI
PART I – REQUEST FOR TASK ORDER (TO) PROPOSALS

A. POINT OF CONTACT NAME: Anthony Revenis

Phone- (301) 402-3073 Fax- (301) 435-6101

Proposal Address:	Billing Address:
6011 Executive Blvd. Rm 529S	Accounts Payable, OFM, NIH
Rockville, MD 20892-7663	Bldg 31, Room B1B39
	Bethesda, MD 20892-2045

B. PROPOSED PERIOD OF PERFORMANCE: 8/1/02 –7/31/03

C. PRICING METHOD: Time and Materials, incrementally funded.

D. PROPOSAL INSTRUCTIONS: Proposal should be submitted by e-mail.

F. RESPONSE DUE DATE: ASAP.

G. TASK DESCRIPTION/STATEMENT OF WORK

NHGRI currently has a task order (HG-99-64) under the logistical support contract with Capital Consulting Corporation (CCC). The purpose of this task order is to provide warehouse space for the storage of materials and publications and retrieval from storage and distribution of materials. Although the current logistical support contract with CCC is being closed out, NHGRI needs to maintain this warehouse space and continue the services being provided. For this purpose NHGRI is requesting that a task order be established with Capital Consulting Corporation under the Communications Services Contract to continue the storage, retrieval and distributions services at the current warehouse for another year.

Services to be provided under the new task order include the following:

- 1) Storage - To include warehouse space for storage of printed and audiovisual materials and other information materials as needed.
- 2) Inventories - A current inventory of materials stored in the facility must be maintained as new products are added or supplies are depleted. This inventory should be reported to the NHGRI Office of Policy, Planning and Communications on a monthly basis.

3) Distribution of materials - As requested, CCC will fill requests for information materials and distribute to the end user as appropriate. These may be single or mass mailings, which may require interaction with NIH mail services, federally contracted overnight deliveries, the Internet or other electronic means.

4) Provide pickup and delivery - As requested, CCC will provide pickup and delivery service from its storage facility to the NIH campus.

Based on historical records of CCC Task Order HG-99-64, NHGRI would like a cost estimate for maintaining these services under the Communications Services Contract for 12 months beginning August 1, 2002.

TO # NICS-84

TITLE: Logistical Support NHGRI

PART II - CONTRACTOR'S REPLY:

CONTRACT #263-01-D-0 _____

Contractor:

Points of Contact:

Phone-

Fax-

Address:

TOTAL ESTIMATED COST:

Pricing Method T&M

TOTAL ESTIMATED NUMBER OF HOURS:

PROPOSED COMPLETION DATE:

FOR THE CONTRACTOR: _____

Signature

Date

SOURCE SELECTION:

WE HAVE REVIEWED ALL SUBMITTED PROPOSALS HAVE DETERMINED THIS FIRM
SUBMITTED THE BEST OVERALL PROPOSAL AND THE PRICE/COST IS REASONABLE.

Billing Reference # _____

Appropriations Data: _____

RECOMMENDED:

FAX #

Signature - Project Officer

Date

APPROVED: _____

FAX #

Signature - Contracting Officer

Date

NIH APPROVAL -

CONTRACTOR SHALL NOT EXCEED THE ESTIMATED LABOR HOURS OR ESTIMATED
TASK ORDER AMOUNT WITHOUT THE WRITTEN APPROVAL OF THE CONTRACTING
OFFICER & PICS COORDINATOR

APPROVED: _____
Signature –Anthony M. Revenis, J.D., NIH-PICS Coordinator Date